

GOVERNMENT OF MEGHALAYA
OFFICE OF THE PRINCIPAL :: SHILLONG POLYTECHNIC :: SHILLONG

WHAT TO BRING TO HOSTEL?

All students selected in the Boys Hostel and Girls Hostel should pay bring the following at the time of Admission:

A. Documents :

1. Duly Filled Copy of Personal Information Form and Undertaking
2. Annexure III (Affidavit by the Hosteller) in **Non Judicial Stamp Paper**.
3. Anti Ragging Affidavit in a **Non Judicial Stamp Paper**
4. 2 Copies of Payment Receipt of Hostel Fees of Rs. 3193/- paid through SBI Collect.

B. Fees (To be Paid in Cash) :

Sl. No	Particulars	Amount	Remarks
1	Security Deposit	3000/-	Refundable
2	Welfare Fund	600/-	Non Refundable (For 3 Years)
3	Mess Fees	7540/-	1 st Installment 23/06/2026 – 30/09/2026
	Total	11,140/-	

**NB : Students wants to pay entirely for whole semester (including 2nd Installment),
3000 (SD) + 600 (WF) + 14440 (Mess Fees) = 18040 /-**

C. Materials:

1. Single Bed Mattress
2. Single Bed Sheets (3 Pcs)
3. Light and Warm blanket (for Winter.)
4. Sufficient Clothes.
5. College Full Uniform.
6. Curtains (2 Pcs – Length 180 cms and Breath 150 cms.).
7. Buckets (2 Pcs)
8. Bathing Mugs, Plates, Cups, Glass, Spoons etc.
9. School Bags.
10. Toiletries and other personal needs.

(Shri. M. Lyngdoh)
Principal
Shillong Polytechnic


1/c Principal
Shillong Polytechnic
Shillong

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PERSONAL INFORMATION FORM

A. Personal Details:

1. **FULL NAME** (Block Letters) _____

2. **FATHER'S NAME :** _____ **Mobile No :** _____

3. **MOTHER'S NAME :** _____ **Mobile No :** _____

4. **LOCAL GUARDIAN'S NAME :** _____

Relationship with the student _____ **LOCAL GUARDIAN'S MOBILE NUMBER** _____

5. **PERMANENT ADDRESS** _____

6. **LOCAL GUARDIAN'S ADDRESS :** _____

7. **Are you on any Medication? (YES / NO)** _____ **If Yes, Attach a photocopy of the Medical Prescription.**

B. Other Details: (This information will be filled by the Office of Hostel Superintendent/Warden Girls Hostel)

1. **Block No :** _____ **Room No :** _____ **Branch :** _____ **Term :** _____

2. **Mess Index No :** _____

I hereby state that the details furnished above are true and if it is found to be false, my application shall stand cancelled.

Signature of Student

Signature of Hostel Superintendent/Female Warden

RULES AND REGULATIONS OF THE HOSTEL

1. Hosteller is not allowed to bring any outsider inside the Hostel.
2. Playing loud music during the day/night time is prohibited.
3. Using of heaters and cooking inside the room is strictly prohibited.
4. Hostellers who get discollegiate will have to vacate the Hostel.
5. Mess fee must be paid in full within the 10th of every month. Those who do not pay on the due date, a fine of Rs.5/-per day will be imposed.
6. Hosteller should remain in the Hostel by:
 - a. 5.30 pm in winter season (October to Feb) and 6.00 pm in summer season (March to Sept.) for Girls.
 - b. 6.30 pm in winter season (October to Feb) and 7.00 pm in summer season (March to Sept.) for Boys.
7. Drinking alcohol or any other intoxicant in the Hostel and Institute campus is strictly prohibited.
8. Any form gambling in the hostel and Institute / campus is strictly prohibited.
9. Quarrelling/Fighting/shouting or disturbing others is strictly prohibited.
10. Hosteller is to take permission for going home during holidays or any other time whenever he/she needs to do so.
11. Hosteller is not allowed to leave / vacate the hostel without prior information to the Hostel Superintendent / Female warden.
12. Hosteller should ensure that the light is switched-off before they leave the room. Lights should be switched on only when needed.
13. Breaking of the furniture or any other items, tampering of existing electrical wiring system and any other installations belong to the hostel and the institute is a punishable offense and a fine will be imposed to anyone found violating the same.
14. Hosteller is to make his/her own arrangement of bedding/plates and glasses, mosquito net etc.
15. Rooms, toilet, bathrooms and the corridors of the hostel should be kept clean by the hostellers at all times.
16. Close the water tap when not in use.
17. Resorting to strike, agitation, ragging etc is an offence.
18. The students are to vacate hostel during vacation/ Mid Semester holidays.
19. Hostellers are responsible for the safe custody of their belongings.
20. Hostellers are not allowed to order food from outside beyond 7.30 P.M.

Undertaking by the Parent

I have read the rules and regulations of the Hostels, and I hereby undertake that if my ward is found violating the rule(s) of the hostel, he/she is liable for disciplinary actions against him/her as deem fit by the authority.

Signature of the Parent : _____

Name of the Parent : _____

Undertaking by the Student

I have read the rules and regulations of the Hostels, and I hereby undertake that if I am found violating the rule(s) of the hostel, I am liable for any disciplinary actions against me as deem fit by the authority.

Signature of the Student : _____

Name of the Student : _____

AFFIDAVIT BY THE STUDENT ON ANTI-RAGGING

I,.....(full name of student with admission/registration/enrolment number) S/o D/o Mr./Mrs./Ms....., having been admitted to(name of the institution)....., have received a copy of the UGC Regulations on Curbing the Menace of Ragging in Higher Educational Institutions, 2009, (hereinafter called the “Regulations”), carefully read and fully understood the provisions contained in the said Regulations.

2). I have, in particular, perused clause 3 of the Regulations and am aware as to what constitutes ragging.

3). I have also, in particular, perused clause 7 and clause 9.1 of the Regulations and am fully aware of the penal and administrative action that is liable to be taken against me in case. I am found guilty of or abetting ragging, actively or passively, or being part of a conspiracy to promote ragging.

4). I hereby solemnly aver and undertake that

a) I will not indulge in any behaviour or act that may be constituted as ragging under clause 3 of the Regulations.

b) I will not participate in or abet or propagate through any act of commission or omission that may be constituted as ragging under clause 3 of the Regulations.

5). I hereby affirm that, if found guilty of ragging, I am liable for punishment according to clause 9.1 of the Regulations, without prejudice to any other criminal action that may be taken against me under any penal law or any law for the time being in force.

6). I hereby declare that I have not been expelled or debarred from admission in any institution in the country on account of being found guilty of, abetting or being part of a conspiracy to promote, ragging; and further affirm that, in case the declaration is found to be untrue, I am aware that my admission is liable to be cancelled.

Declared thisday ofmonth of.....year.

Signature of deponent
Name:

VERIFICATION

Verified that the contents of this affidavit are true to the best of my knowledge and no part of the affidavit is false and nothing has been concealed or misstated therein.

Verified at.....(place).....on this the(day).....of.....(month).....(year).....

Signature of deponent

ANNEXURE III

AFFIDAVIT BY THE HOSTELLER

Mr/Mrs/Ms.....S/oD/oW/o.....Permanent Address.....
..... having been admitted to Shillong Polytechnic, in the Department of
.....Year..... Semester..... resident of..... in
Room No.....have received a copy of hostel and institute rules & regulations, carefully read and fully understood the
provisions contained in it.

I hereby solemnly aver and undertake that:

- a) I (Student/Parent/Guardian) have received a copy of hostel rules & regulations and have read and understood everything clearly. I am signing the rules and regulations documents without any force or coercion from any side.
- b) I also agree to pay the hostel mess advance charges which are to be adjusted for future mess bills on receipt from the mess manager/mess secretary and also the rentals and establishment charges etc. shall be paid at the time of admission to the hostel.
- c) I will abide by the rules and regulations of this institute and hostels in totality as and when amended time to time by the institute authorities.
- d) I hereby affirm that, if found guilty in disobeying the hostel and institute rules & regulations, I will be liable for the punishment according to the institute/hostel rules and regulations as decided by institute discipline committee.
- e) I hereby declare that I have not been expelled or debarred from any institute in the country on account of being found guilty in any in disciplinary act.
- f) I also declare that if my conduct, during my stay in the hostel is found unsatisfactory, due to my negligence, misbehavior & indiscipline I will immediately vacate the hostel if ordered to do so.

Declared this day of month of Year

Signature of deponent
Name:
Address:
Telephone/ Mobile No.:

VERIFICATION

Verified that the above contents of this affidavit are true to the best of my knowledge and no part of the affidavit is false and nothing has been concealed or misstated therein.

Verified at -----(place) on this the -----(day) of -----(month) , -----(year) .

Solemnly affirmed and signed in my presence on this the -----(day) of -----(month) ,
----- (year) after reading the contents of this affidavit.

Signature of deponent

OATH COMMISSIONER

Note : It is mandatory to submit this affidavit in the above format, if you desire to admit/register for the forthcoming academic session.